

PERSONNEL ACTIVITY REPORT (TIME AND EFFORT REPORT)

Organization Name: _____		Grant Number: #09-6188-2113	
Employee's Name: _____		Week Ending: _____	
ACTIVITY:		<u>Distribution of Time:</u>	
Arts Endowment:			
1. Grant or DCA #:	#09-6188-2113	_____	%
2. Grant or DCA #:	_____	_____	%
3. Grant or DCA #:	_____	_____	%
SUBTOTAL:			%
Non-Arts Endowment Projects:			
1. Project name:	_____	_____	%
2. Project name:	_____	_____	%
3. Project name:	_____	_____	%
SUBTOTAL:			%
Other:			
Administrative:	_____	_____	%
Fundraising*:	_____	_____	%
Leave: Sick	_____	_____	%
Vacation	_____	_____	%
Other (specify)	_____	_____	%
SUBTOTAL:			%
TOTAL Time and Effort (must equal 100%):			100%
Employee's Signature: _____		Date: _____	
Supervisor's Signature: _____		Date: _____	

In preparing personnel activity reports, please note the following:

- The reports must be based on an after-the-fact determination of the employee's actual activities. For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
- All of the employee's compensated time must be accounted for in these reports. This would include time spent on activities in addition to the Arts Endowment-supported project(s), as well as leave (sick/vacation/holiday), administrative duties, fundraising, etc. NOTE: For nonprofessional employees, you must also maintain records indicating the total number of hours worked each day in conformance with the Fair Labor Standards Act (29 CFR Part 516).
- Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (at least monthly) basis
- These reports must be signed.

*Federal funds, including **Recovery Act** funds, **cannot** be used for fundraising.